



JOB DESCRIPTION

Position: **Head of Middle School**
Reports to: Friends Head of School
Start Date: July 1, 2020

Friends School Boulder is a progressive, co-educational, preschool-8, day school serving students from the Boulder area. Friends offers a challenging curriculum guided by strong values of collaboration and creativity; mindfulness and social and emotional learning; cross-curricular and project-based instruction; and diversity, social justice and service learning. Faculty and staff are highly engaged and enjoy flexibility, autonomy, and a collaborative working environment.

Friends seeks a **Head of Middle School** (Grades 6-8) who possesses a deep understanding of adolescent development and progressive pedagogy, appreciation for the importance of practicing mindfulness and actively teaching social and emotional skills, a commitment to diversity, social justice and service learning, and a demonstration of cultural competency. The successful candidate is devoted to the School's mission and program and possesses vision and imagination to advance the Middle School program and curriculum.

The Head of Middle School reports to the Head of School and is a member of the senior leadership team. This division head is charged with the oversight of curricular activities involving students, the supervision of instructional and support personnel, and the day-to-day operation of a growing division with 40 to 60 students. The Head of Middle School should have experience with inquiry-based and project-based learning.

Responsibilities, including but not limited to:

- Maintain congruence between the school's mission and all activities of the division.
- Articulate the division's programs, instructional and learning expectations, community expectations/behavioral guidelines, and other information necessary to all constituencies.
- Review and evaluate the academic program, including horizontal and vertical alignment.
- Observe, supervise, and evaluate the faculty.
- Stay current with research related to adolescent development, social-emotional learning, innovation, and progressive pedagogy.
- Monitor the educational, physical, social, and psychological needs of students in the division, and develop plans for meeting those needs.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Conduct regular meetings with faculty that both address routine school matters and stimulate an exchange of ideas on issues of educational/philosophical interest and concern.
- Maintain complete academic records on all students and manage the division's schedule.

- Oversee the grading and reporting standards and methods used by teachers in measuring student achievement.
- Keep the Head of School informed of the general program, activities, and events of the division.
- Assist in the admissions process for assessing, interviewing, and evaluating applicants for enrollment, and preparing and hosting open houses and student visits.
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various divisional programs and activities.
- Build and maintain relationships with students and their families.
- Perform other duties as assigned by the Head of School.

Qualification Requirements:

- Possess joy, a growth mindset, and a sense of humor and commitment to working collaboratively
- Bachelor's degree; Master's degree in education or school administration preferred
- A minimum of 3-5 years of experience as a middle school or high school teacher/leader
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of children
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Technologically knowledgeable and skilled